

## The structural elements of the research report

Structure	Items	Notes on usage
Prefatory elements	The cover page	On cover stock. Indicates a recipient other than the instructor.
	The title page	Though similar, the cover page cannot be substituted for the title page.
	Letter of transmittal	Explains context and occasion of the report; states title, purpose and significant features of the report; and acknowledges assistance. Do not number page.
	Table of contents	ToC shows hierarchy of sections and corresponding pages. Should use dot leaders.
	List of illustrations	Presented as a separate page, not at the bottom of the ToC.
	Abstract	Sums up the entire report and indicates its major findings
Main elements	Introduction	Explains the subject or research problem, its purpose, scope and order of presentation. The introduction prepares the reader for what is coming in the actual report in terms of its background organisation and major findings.
	The Body	<p>Presents the content of the actual research project. Info should be complete, accurate and easily accessible by use of appropriate headings and visuals.</p> <ul style="list-style-type: none"> <li>○ The content must show evidence of primary and secondary research.</li> <li>○ Organisation should be modular – showing clear and logical sections with headings and sub-headings.</li> <li>○ In-text citations must be clearly and correctly documented</li> </ul>
	The Ending	<p>Presents the major findings and important ideas of the report.</p> <ol style="list-style-type: none"> <li>1. Summary and Conclusions section – summarises the major points of the report, and the significance or implications of these points are given as conclusions.</li> <li>2. Recommendations section – suggests a forward plan of action for the audience <ul style="list-style-type: none"> <li>○ Usually in point form as most of the information would have already been referenced in the body.</li> <li>○ Include NO new information</li> </ul> </li> </ol>
Supplemental Elements	Reference Page	Immediately follows the Recommendations page. Students must use pre-approved style format (MLA, APA, Chicago)
	Appendices	<p>Contains information that is relevant and useful to the report, but might interrupt the flow of the body of the report. This may include:</p> <ul style="list-style-type: none"> <li>○ Glossaries</li> <li>○ Copies of Questionnaires</li> <li>○ Copies of interviews</li> <li>○ Case histories</li> <li>○ Text of speeches etc.</li> </ul>